

Privacy Policy

1. Introduction

This Privacy Policy explains how Sourcesmart, a trading name of Novo Activo Ltd, collects, uses, stores, and protects personal data obtained through our supplier gateway platform. By submitting your information, you agree to the terms outlined in this policy.

2. What Information We Collect

We may collect the following types of data: contact details (name, email, phone), company information, service categories, submitted documents, and usage data via cookies (where applicable).

3. How We Use Your Information

We use your data to facilitate supplier registration with client companies, share procurement opportunities, maintain communication, and operate and improve the platform.

4. Lawful Basis for Processing

Our legal grounds for processing include consent, legitimate interests, and contractual necessity.

5. Who Has Access to Your Data

Your data may be accessed by Sourcesmart staff, the client company to which you submitted your information, and technical service providers involved in maintaining the platform. We do not share data with unrelated third parties.

6. Data Storage and Security

Your submission is stored in a shared link that is accessible to staff of the companies to which you are applying. This link is public, meaning anyone with access to the link can view the dataset. If you are not comfortable with this method of storage and visibility, do not submit your data.

7. Data Retention

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We retain your data as long as necessary to fulfill the purposes of submission, unless you request deletion or legal obligations require longer retention.

8. Your Rights

You have the right to access, correct, erase your data, object to processing, withdraw consent, and lodge complaints with the Information Commissioner's Office (ICO).

9. Cookies and Tracking

Our platform may use cookies to improve your experience. You may manage your cookie preferences upon visiting the site.

10. Changes to This Policy

This policy may be updated periodically. Changes will be posted on this page and, where appropriate, communicated via email.

11. Contact Us

Email: privacy@sourcesmart.co.uk

Company: Novo Activo Ltd, trading as Sourcesmart

Address: [Insert Full Registered Office Address]